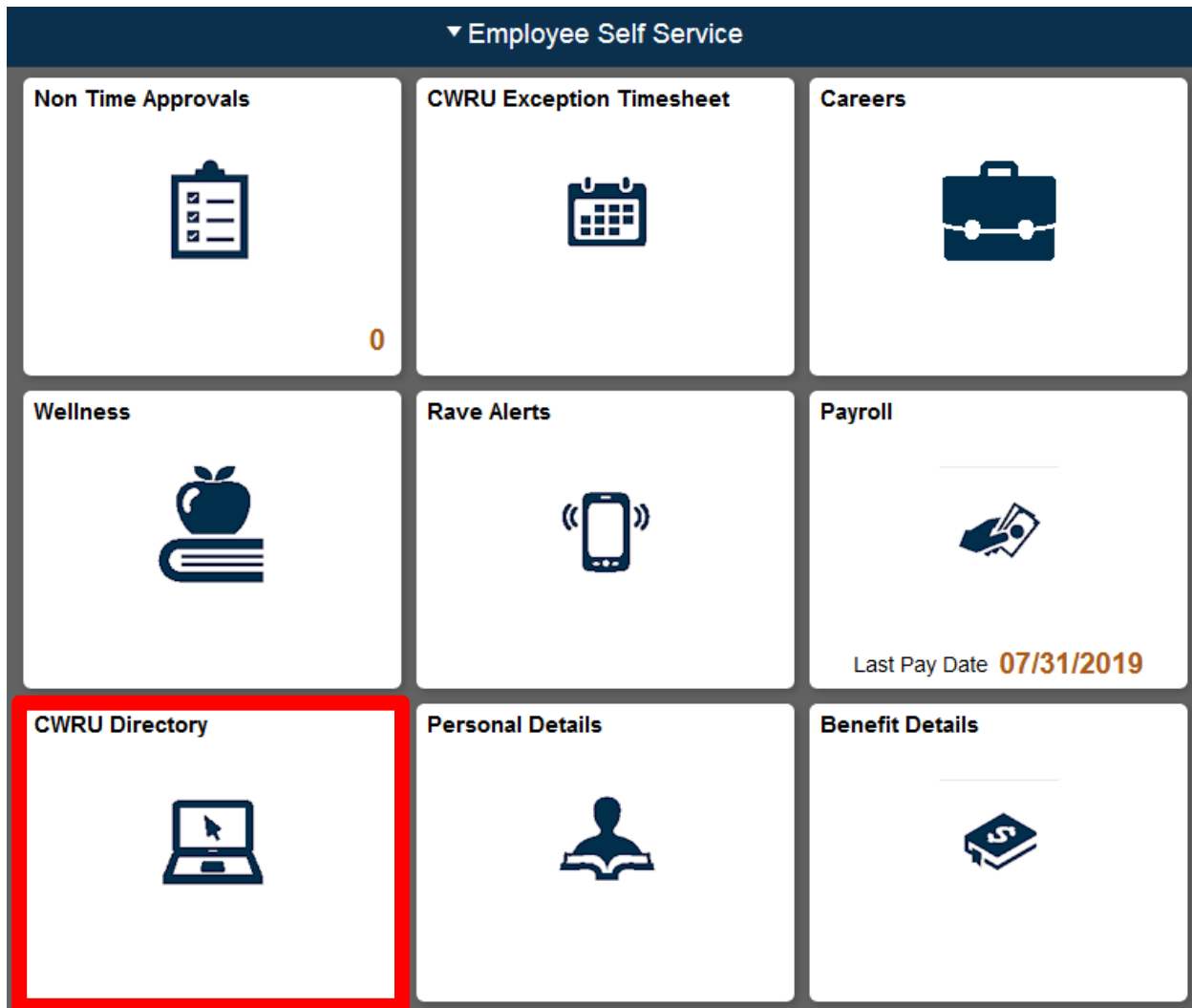


## Case Directory

### Procedure

The Case Western Reserve University directory is available online and as a mobile application at [case.edu/directory](http://case.edu/directory).

To update your directory listing, log into the HCM system at [case.edu/hcm](http://case.edu/hcm) and update the **CWRU Directory Address**.



Step	Action
1.	Click the <b>CWRU Directory Tile</b> .

← Employee Self Service

▼ CW Directory

**CASE Directory Address**


Empl ID: 8888888 Test User

Business Title: Last Updated:

**Campus Mailing Location**

Department:

Default Location Code:

Override Campus Mailing Location:  

Campus Mail Building:

Campus Mail Room:

**Physical Campus Office Address**


Office Building:  Office Room:

Suppress Campus Office Address in Online Directory

**Off Campus Office Address**

Address 1:

Address 2:

City:  State:   Postal:


Off Campus Office Phone:

Suppress Off Campus Office Address in Online Directory

Updates will appear in the online directory the next day.

Save

Step	Action
2.	<p>The <b>CASE Directory Address</b> screen appears.</p> <p><b>Note:</b> Most of the information appearing on this screen will be pre-populated by your Human Resources department.</p>

3.	<p>Locate the <b>Campus Mail Building</b> field under the <b>Campus Mailing Location</b> category. If this field displays an incorrect location, it can be updated as follows:</p> <p><b>Note:</b> This field determines where your mail will be sent, not your actual physical location on campus.</p> <p>To select a different location, click the <b>Override Campus Mailing Location</b> lookup button (hourglass).</p> <p><input type="button" value="Override Campus Mailing Location:"/> <input type="text" value="7072"/> </p>
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**Look Up Override Campus Mailing Location** ✕

Search by: Location Code begins with


Look Up
Cancel
Advanced Lookup

Search Results

View 100 First 1-277 of 277

Location Code	Location	Building	Floor Nbr
0001	CCLCM - Cleveland Clinic	Cedar Avenue Service Center	1
1714	UH - University Hospitals	Cedar Avenue Service Center	1
1847	VA - Veterans Administration	Cedar Avenue Service Center	1
1900	METRO - Metro Health Med Ctr	Cedar Avenue Service Center	1
4901	UGEN - Health Service	Health Services Building	1
4902	UGEN - Parking Maintenance	Richey Mixon Building	1
4903	MED - Medical Center Company	Medical Center Company	2
4904	NUR - School of Nursing	School of Nursing	1
4905	DEN - School of Dentistry	School of Dental Medicine	1
4906	MED - Nutrition	School of Dental Medicine	1
4907	MED - Pathology	Wolstein Research Building	1
4909	UGEN - Material Support	Cedar Avenue Service Center	1
4910	UGEN - Accounts Payable	Cedar Avenue Service Center	2
4911	UGEN - Trucking	Cedar Avenue Service Center	1
4914	UGEN - Health Sciences Library	School of Medicine	1
4915	MED - Dean - Medicine	School of Medicine	Ground
4916	MED - Finance & Planning	School of Medicine	Ground
4917	MED - Business Service	School of Medicine	Ground
4918	MED - Facilities	School of Medicine	Ground
4919	MED - Research Administration	School of Medicine	Ground
4920	MED - Admissions Office	School of Medicine	Ground
4921	MED - Public Affairs	School of Medicine	Ground
4923	MED - Inst. Development	School of Medicine	Ground
4924	MED - Curricular Affairs	School of Medicine	Ground

Step	Action
4.	<p>If you click on the <b>Building</b> header link, the list of buildings will be sorted alphabetically. The screen will only show the first 300 locations.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin: 5px 0;"><a href="#">Building</a></div> <p><b>Note:</b> You can click the <b>First</b> and <b>Last</b> arrows to move to the next 100 listings.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin: 5px 0;"> <span>First</span> <span>◀</span> <span>1-283 of 283</span> <span>▶</span> <span>Last</span> </div>
5.	<p>Click the <b>Location Code</b> number of the building you wish to choose for mail delivery.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin: 5px 0;"> <span style="border: 1px solid gray; padding: 2px;">Location Code</span>  <span style="border: 1px solid gray; padding: 2px;">7216</span> </div>

Override Campus Mailing Location:   UGEN - VP Info Tech Services

Campus Mail Building: Crawford Hall

Campus Mail Room: 4TH

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**Physical Campus Office Address**

Office Building:  Office Room:


Suppress Campus Office Address in Online Directory

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**Off Campus Office Address**

Address 1:

Address 2:

City:  State:   Postal:

Off Campus Office Phone:

Suppress Off Campus Office Address in Online Directory

Updates will appear in the online directory the next day.

Step	Action
6.	The <b>Campus Mail Building:</b> field will populate with the entry you selected. <input type="text" value="Campus Mail Building:"/>

**Physical Campus Office Address**

Office Building:  Office Room:


Suppress Campus Office Address in Online Directory

Step	Action
7.	You can make updates to your campus address under the <b>Physical Campus Office Address</b> category.  Select an entry from the <b>Office Building:</b> drop down menu.
8.	If applicable, type a room number into the <b>Office Room:</b> field.
9.	You can click the <b>Suppress Campus Office Address in Online Directory</b> check box to prevent your work address from displaying in the online directory.

**Off Campus Office Address**

Address 1:

Address 2:

City:  State:   Postal:

Off Campus Office Phone:

Suppress Off Campus Office Address in Online Directory

Updates will appear in the online directory the next day.

Save

Step	Action
10.	Use the <b>Off Campus Address</b> category to update your home address in the online directory.  Enter the address and telephone information into the fields provided. You can use the <b>State:</b> lookup button (hourglass) to capture the state abbreviation if desired.
11.	You can click the <b>Suppress Off Campus Office Address in Online Directory</b> check box to prevent your home address from displaying in the online directory.
12.	Scroll to the bottom of the <b>CASE Address Directory</b> window and click the <b>Save</b> button.  <b>Note:</b> Updates will appear in the online directory the next day.